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4 March 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During February 1968

1. The Retirement Seminar for employees who will leave the Agency in 1968 is now arranged and set. Personal letters of invitation will be given to these employees by their Career Service representatives with a portfolio of retirement kits, in early March.

2. C/RCP held a series of meetings in January and February with representatives of Security, Cover and Personnel to refine a proposed regulation which will implement the plan for placing a written approved resume in the hands of every employee leaving the Agency. Concurrence now exists on the basic paper and the three offices have drafted their internal supporting procedures which are being coordinated. The basic paper will be forwarded to the Regulations Control Staff for processing in March.

3. A set of Retirement Information Kits has been assembled on a priority basis for field use. In addition to unclassified leaflets and pamphlets a sanitized resume outline and a set of instructions is included plus examples of non-sensitive descriptions of typical field responsibilities. These sets of Kits are now being assembled in quantity for dispatching to the field.

4. A [] concerning retirement or separation in the foreign field is being drafted on a high priority basis in order to provide timely guidance during the imminent period of reduction and transfer of personnel. This [] describes actions to be taken and advantages to be gained in field retirement.

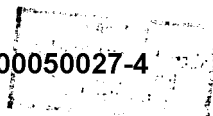
5. The Market Program for retirees has been expanded in four sectors during February: discussions and communication with Agency components conducting activities [] particularly Central Cover Staff, DCS and Office of Personnel Recruiting Officers; additional contacts with national associations; analysis of more retiree and alumni associations in anticipation of possibly stimulating a similar independent organization of interested and selected Agency

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SUBJECT: RCP Staff Progress Highlights During February 1968

retirees; and expansion of cooperative relationships with trade associations, independent business organizations, educational institutions and executive placement or employment/management type firms.

6. The revision of the retiree counseling questionnaire has been completed. It will be reproduced and ready for use by the Counselors after the seminar has been completed and the Five Year Letters have been distributed.

7. A code for indexing the experiences, training, skills, knowledges, interests and intentions of employees under retirement consideration has been established. Dossiers of employees in the pre-retirement zone (five years prior to retirement) are now being coded in this simplified color-key reference system.

8. A control system has been initiated for governing employment possibilities received in the External Employment Assistance Branch (EEAB), RCP Staff including a twenty-four hour response, an updating procedure, and a record of Agency referrals and employment.

9. Statistical summary of External Employment Assistance (EEA) and Retiree Counseling during February 1968.

New Retiree EEA Cases	15
New Resignee EEA Cases	16
Continuing Retiree Interviews	19
Continuing Resignee Interviews	10
Written inquiries concerning external retiree applications received and answered by EEAB	21
Personnel files reviewed for outside investigators of employee external applications by EEAB	20
Retiree Counseling Interviews	46

10. The Five Year Letters which will advise the appropriate employees of their retirement eligibility during their anniversary months in 1973 are in reproduction and will be issued early in March.

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Chief, Retirement Counseling and Placement Staff

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